Housing Tenants

Please note, bodies in Wales should follow the data specification available on the Wales Audit Office website (external link).

Requirements

- Data submitted should meet this data specification i.e. include all field names

- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.

- Data should only be provided in relation to residential properties. Do not submit data for garages, sheds etc.

- Data should be provided for all named tenants i.e. first named tenants, joint tenants or other tenants. Do not provide data for dependents.

- In order to ensure that the submission of data using the DFU facility is as straightforward as possible data should be uploaded in two separate files:

  1. Current named tenants including those where a right to buy purchase is in progress; and

  2. Former tenants who completed a right to buy application between 1 April 2017 to the date of extract (30 September 2020), or as a minimum 1 April 2020 to date of extract.

1. **Current Tenants (including those where the right to buy purchase is in progress)**

Field Name	Data Format	Comments
Tenant status flag	Character	Insert a flag to indicate where the tenant is first named tenant or other. 'F' for first named or joint tenant 'O' for 2nd, 3rd, etc named tenant
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred
Address line 1	Character	Where the address is a permanent address
Address line 2	Character	

Field Name	Data Format	Comments
Address line 3	Character	
Address line 4	Character	
Post code	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.
Home telephone number1	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number1	Character	
Email address1	Character	
Date of Birth	Date	
National Insurance Number	Character	
Number living permanently at address	Numeric	
Tenant/account reference	Character	This uniquely identifies the person
Housing benefit reference	Character	Include the housing benefit reference if applicable
Right to buy flag	Character	Insert 'I' in this field to identify where a purchase is in progress (current tenant) under Right to Buy
Right to buy application stage	Numeric	Insert stage 1 to 11 in line with DCLG guidance on stages of a RTB application (local systems may vary.)
Tenancy start date	Date	
Tenancy end date	Date	Included as an independent check that only current tenants are included

2. Former Tenants that have completed a right to buy purchase

Field Name	Data Format	Comments
Tenant status flag	Character	Insert a flag to indicate where the tenant is first named tenant or other. 'F' for first named or joint tenant 'O' for 2nd, 3rd, etc named tenant
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred
Address line 1	Character	Where the address is a permanent address
Address line 2	Character	

Field Name	Data Format	Comments
Address line 3	Character	
Address line 4	Character	
Post code	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.
Home telephone number1	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number1	Character	
Email address1	Character	
Date of birth	Date	
National Insurance Number	Character	
Tenant/account reference	Character	This uniquely identifies the person
Housing benefit reference	Character	Include the housing benefit reference if applicable
Right to buy flag	Character	Insert a 'C', where the right to buy purchase is complete (former tenant)
Right to buy application stage	Numeric	Insert stage 1 to 11 in line with DCLG guidance on stages of a RTB application (local systems may vary.)
Tenancy end date	Date	Included as an independent check that only current tenants are included
Right to buy completion date	Date	
Amount of Right to Buy discount awarded	Numeric	